Records and Information Needed

In order to properly conduct an audit you will need to have copies of the following:

- Copy of the Personnel List for the year audited, this should have all employees, reported or not, their SSN, cumulative hours worked and cumulative earnings, or something similar such as:
  - a) Year-to-date report for entire year.
  - b) W-2 Report, 1099's
  - c) Personnel Information Report

- Copies of Bargaining Agreements and/or Employer's Handbooks for all job classifications and salary schedules for years to cover the year audited and the Average Final Compensation periods for the retirees.

You may also need to have access to the following:

- a) Payroll registers and time sheets for the audit period
- b) Cumulative Earnings Report (if available)
- c) Employment Contracts, Personal Service Contracts, or lease agreements
- d) DRS Transmittals
- e) Payroll/personnel files for retirees and current employees

Contact Employer Audit Unit	**Start the Audit**
Click to contact us.	Click to begin the audit process.

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